

## Sign Permit Application

### Instructions

The information requested on the *Application for Plan Examination and Building Permit (Building Permit)* and on the *Sign Permit Review Application (Sign Application)* is necessary to review your application. Neither the *Building Permit* nor the *Sign Application* will be accepted unless they are complete. The *Building Permit* and the *Sign Application* must be signed by the Owner (or the Owner's representative) of the property on which the sign is to be erected. **Inaccurate information may delay the approval and issuance of a sign permit.**

Please attach all of these supporting materials to each copy of the sign form.

- 1 Sign plan: Scaled drawing of proposed sign, including:
  - a. All dimensions.
  - b. Example of coloring that will be used.
  - c. Example or description of materials, style, and any other pertinent information.
- 2 Façade plan: Scaled drawing of façade elevation with proposed sign indicated, including:
  - a. Height and frontage measurements
  - b. Sign band with dimensions
  - c. Location of sign on façade, with dimensions.
  - d. Entrances, windows, arch. details
  - e. Any other pertinent information
- 3 Section drawing:
  - a. Mounting detail
  - b. Lighting detail w/ light source (if non-illuminated, provide note on drawings)
- 4 Site plan: Locate lot lines, buildings, signs, and landscaping accurately. Include nearby buildings, street names, and zoning; indicate north.
- 5 Photograph of the façade with approximate size of sign indicated
- 6 Photograph of neighboring façade (on either side of façade with proposed sign)
- 7
  - a. **For each proposed sign, seven complete sets of *Sign Form***, and above information #1-6 enclosed.
  - b. Original *Building Permit Application Form*
  - c. Sign Permit Fee (\$10.20 per \$100)

# Sign Permit Application

**Form**

**Submit a separate form for each sign .**

This is sign # \_\_\_\_\_ of \_\_\_\_\_

## Owner/Representative Information

The Representative is the contact for this application and may be an employee of the estab. seeking the sign, a contractor hired to design or erect the sign, or an individual or lawyer representing the estab.

Name of Representative: \_\_\_\_\_

Phone number of Representative: \_\_\_\_\_

Email address of Representative: \_\_\_\_\_

Mailing address of Representative: \_\_\_\_\_

The establishment for which the sign has been ordered.

Establishment name: \_\_\_\_\_

Name of Business Owner: \_\_\_\_\_

## Property Information

Building/Property Owner

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Property information (where sign will be installed)

Street Address: \_\_\_\_\_

Zone: \_\_\_\_\_

Use of the property  
(check all that apply):

Commercial

Multi-family residence

One or two-family residence

Institutional Use

## Sign Information

The width of the storefront of the **establishment** on the side of the building where the sign will be placed.

Frontage (ft.): \_\_\_\_\_

Sign category  
(check **ONLY ONE**):

Principal

(An establishment is allowed one principal sign. The sign area must be the lesser of 3 times the frontage or 100 sq. ft.)

Secondary

(An establishment is allowed secondary sign(s) on other frontages which do not already have a sign. The sign area must be the lesser of the frontage or 50 sq.ft.)

Sign type  
(check **ONLY ONE**):

Wall

Marquee

Window

Projecting

Directory

Gasoline station sign

Canopy

Free standing

Directional

Sign Dimensions:

Sign Width (inches): \_\_\_\_\_ Sign Area (sq. ft.): \_\_\_\_\_

Sign Height (inches): \_\_\_\_\_

Illumination  
(check **ONLY ONE**):

Non-illuminated

Externally illuminated

Internally illuminated

**APPLICANT SIGNATURE -- By signing below, I certify as follows:**

- Building owner has approved proposed sign and authorized its installation.
- Business owner has approved proposed sign and authorized its installation.
- *Sign Form* is complete and accurate.
- *Building Permit* is complete and accurate.

Print Name of Representative

Required Signature of Representative

Date